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ABSTRACT

An outline of questions is provided for evaluating student transportation systems. Questions are listed under the following topics: board of education policy, legal compliance, routing, contract transportation, special transportation, finance, purchasing, personnel, safety, vehicles, garage, maintenance, insurance, and energy conservation. (MLF)

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HOW TO MAKE A CRITICAL ANALYSIS

of your

TRANSPORTATION SYSTEM

by

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MAJOR AREAS OF ANALYSIS

- Board of Education Policy
- Legal Compliance
- Routing
- Contract Transportation
- Special Transportation
- Finance
- Purchasing
- Personnel
- Safety
- Vehicles
- Garage
- Maintenance
- Insurance
- Energy Conservation

BOARD OF EDUCATION POLICY

- Does one exist
- Is it in writing
- When was the policy adopted
- Has it been amended
- Is there a statement of philosophy
- Is there a description of the types of transportation that will be provided
- Are the days on which transportation will be provided clearly explained
- Are the eligibility requirements defined
- Are the following topics on routing covered:
    - Responsibility
    - Limitations
    - Stops
    - Side roads
    - Private roads
    - Dead end roads
    - Turnarounds
    - Major highways
    - Points of measurement
    - Use of maps
    - Bus loading vs. capacities
    - Standees
    - Mileage restrictions (sparce districts)
    - Time restrictions (sparce and dense districts)

BOARD OF EDUCATION POLICY (cont'd)

- Are school starting and closing times defined
- Are the responsibilities of the chief school officer, principal, business official, and transportation director clearly explained
- Are student rules and regulations covered
- Are disciplinary procedures detailed
- Is a plan required for use in the event of a major accident
- Are policy statements concerning purchasing included:
    - Procedure
    - Authorization
    - Open Purchase Orders
    - Emergency purchases
    - Flow of paperwork
- Are the following topics concerning vehicles included:
    - Maintenance
    - Housing
    - Security
    - Inspections
    - Replacement
    - Records
- Contract transportation/charter buses
    - How will it be administered
    - When will it be used
    - Specific requirements

        Vehicle
        Driver
        Distance
        Out-of-state contractors
        Out-of-state travel

- Accounting requirements
    - Financial
    - Pupil
- Insurance
    - Minimum requirements
    - Types of coverage
- Personnel authorized to transport pupils
- Use of privately owned vehicles
- Time of delivery at school
- Time of pickup at school
- Safety program
    - Students
    - Drivers

ROUTING

- Eligibility requirements
    - Federal
    - State
    - Local
- District needs assessment
    - Sidewalks/walkways
    - Hazardous highways
    - Transportable students
    - School schedules
        - Hours
        - Days
    - Road types
- Policy
    - Bus capacity
    - Standees
    - Length of run
    - Time of run
- Maps
- Pickup points
    - Distances
    - Number of students - maximum
      - minimum
- Types of routes
    - Circular
    - Spoke or shoestring
    - Trunk or feeder
    - Shuttle

ROUTING (cont'd)

- Type of trip
    - Single
    - Double
    - Dual
- Variables
    - Conferences
    - Weather
    - Secondary service
    - Increases/Decreases in requirements
    - Maintenance
- Responsibility for
    - Contractor
    - School District
- Building capacity / Building enrollments

LEGAL COMPLIANCE

- Board policy
- Local laws
- State laws
- Federal laws
- Agency regulations
  - State
  - Federal
- Court decisions
- Agency rulings

CONTRACT TRANSPORTATION

- Use of
    - To and from school
    - After school activities
    - Field trips
- Specifications
    - Title Page - to differentiate bids
    - Instructions
        - How received
        - Time, date of opening
        - Delivery point
        - Rejection - reason/s for
        - Informalities subject to waiving
        - Notice of award
        - Discrimination statements

          Identical bids
        - Non-collusive certificate
        - Termination and relief
    - Qualifications for bidders
        - Insurance
        - Performance bonds
        - Bid bonds
        - Federal, state,and local requirements
        - Maintenance facilities
        - Consent to audit
        - Contact assignment

CONTRACT TRANSPORTATION (cont'd)

- Qualifications for bidders (cont'd)
    - Supervisory responsibilities
        - Drivers
        - Mechanics
    - Phone accessability
- Qualification for drivers
    - Physical exam
    - License
    - Hiring and/or discharge
    - Substitute drivers
    - Local, State, Federal requirements
- Qualifications for vehicles
    - Seating capacities
    - Breakdowns - provision for
    - Certification of ownership
    - Age
    - Federal, State, Local conformance
    - Maintenance standards
- Payment for services
    - When
    - How
    - Adjustments
    - Penalties for nonperformance
- Standard equipment
    - Radios
    - Snow tires
    - Chains
    - Wheelchair equipped Ramps

- Gasoline
    - Contract or supplied
    - District supplied
    - Price adjustment clause
    - Delivery
    - Storage
    - Calculation basis
- Safety program
    - Drivers
    - Passengers
    - Responsibility for
- Bid Form
    - Term Contract
    - Annual Contract
    - In whole or part
- Service complaints
    - Logged daily/weekly
    - Response to complaints
    - Availability to solve problems
- Bus attendants
    - When
    - For how long
    - Dress
    - Hiring/discharge of
- Tachographs
- Reporting accidents

CONTRACT TRANSPORTATION (cont'd)

- Discipline - Rules/Procedures for violations
- Emergency closings
- Days of service
- Children authorized to be transported
- Bid Proposal Form
- Non-collusion Statement
- Vehicle Inventory for contract use

SPECIAL TRANSPORTATION

- Types
    - Handicapped
    - Field Trip
        - Related to subject matter
        - Often during school day
    - Activity Trip
        - Cocurricular
        - Often outside school day
    - Nonpublic
        - Schools
        - Nonprofit organizations
        - Senior citizens
    - Special Events
        - State Competitions
        - Regional Competitions
        - National Competitions
            - Special Olympics
        - International Competitions
            - Olympics
- Permission to provide
    - Board Policy
    - State Law
    - Federal Law
- Approval necessary
    - Board of Education
    - Chief School Officer
    - Business Administrator
    - Transportation Director

SPECIAL TRANSPORTATION (cont'd)

- Manner of Providing
    - Contract
    - District
    - Lease district vehicle to organization
    - Lease vehicles from
        - Contractors
        - Municipalities
        - Other School Districts
    - Bus, Boat, Taxi, Airplane, Train, etc.
- Safety Requirements
    - Driver Training
    - Vehicle Inspection Program
    - Student Pre-trip Instructions
- Crossing State and/or International Borders
    - Insurance Coverage
    - Driver License Validity
    - Vehicle Inspection Validity
- Supervision
    - Teacher/Student Ratio
    - District Driver
- Limitations
    - Number of students
    - Distance traveled
    - Type of service
        - District
        - Contract
        - Both

SPECIAL TRANSPORTATION (cont'd)

- Permission to Participate
    - Parents
    - Guardians
- Insurance Coverage
    - Contractors carrying district pupils
    - District carrying non-district passengers
    - District carrying non-district pupils
- Records/Reports
    - Required
        - By whom
        - When
        - Format

FINANCIAL

- Two-year minimum

- Compare budget to actual expense

- Aid ratio

- Expense/mile

- Expense/bus

- Expense/pupil

- State Aid worksheets

- Federal, State, Local compliance

PURCHASING

- Informal quotations
- Formal bids
- Standard supply lists
- Purchasing procedures
    - Authority to
    - Open purchase orders
    - Closed purchase orders
    - Routing of paper work
    - Approval to
    - Emergency purchases
    - Awarding contract
- Receipt of goods
    - Central location - Yes/No
    - Verification - Q antity/Quality
    - Inventory control
- Storage
    - Security
    - Safety
    - Control
- Payment
    - Approval
    - Discounts
    - Invoice verification

PURCHASING (cont'd)

- Other
    - State Contracts
    - Prison-made goods
    - Handicapped-made goods
    - County Contracts
    - Cooperative purchasing

PERSONNEL

- Organization chart
- Staffing
- Management
- In-service education
- Work time
    - Controls
    - Overtime
- Record keeping system
- Federal, State, and Local regulations
- Employee physicals
- Office facility
- Employee lounge
- Communications center
- Transportation director's relationship to Administrative Council
- Supervisor - employee meetings
- Job descriptions
- Employee evaluations

SAFETY

- Do pupils
    - Cross in front of the bus properly?
    - Wait for driver's signal before crossing?
    - Look both ways before crossing?
    - Carry loose papers and books?
    - Lean out windows?
    - Stand to unload prior to driver's coming to a complete stop?
    - Enter or leave buses while in motion?
    - Have Rules and Regulations for safe bus riding?
    - Receive classroom instruction in bus safety?
    - Receive on board instruction in bus safety?
    - Ride in an orderly manner?
- Do drivers
    - Leave buses unattended with children on board?
    - Leave buses unattended with keys in the ignition?
    - Leave buses unattended with motor running with children aboard?
    - Fill gas tanks with pupils on board?
    - Complete pre-trip inspection of buses?
    - Signal children when safe to cross highway?
    - Provide safety instruction
- Does the district have a pre-arranged catastrophe plan?
    - Who coordinates rescue efforts?
    - Who places what phone calls and when?
    - Who reports to the scene of the accident?
    - What is done at the scene?
    - Is a spare bus dispatched immediately?
    - Is a camera required?

SAFETY (cont'd)

- Are buses equipped with appropriate safety equipment?
    - Completely stocked first aid kit
    - Warning devices
        - Flares
        - Red flags
        - Reflective triangles

INSURANCE

- Coverage
    - Public liability
    - Property damage
    - Single limit
    - Umbrella
    - Owned auto
    - Hired auto
    - Collision
    - Comprehensive
    - Specific perils
    - Out-of-state travel
- Loss analysis
- Safety audit
- Annual review
- Purchase
    - Local bid
    - Private registration
    - Co-op bid
- Federal, state, local requirements

MAINTENANCE

- Mechanics per vehicle

- Equipment for repair

- Work area

- In house/contract/both

- Record keeping
    - Time
    - Parts
    - Labor

- Overtime
    - Control
    - Excessive

- Preventive maintenance program

- Mobile maintenance equipment

GARAGE

- Adequate
- Clean
- Organized
- Security
- Wash facilities
- Heat
  - Efficiency
  - Circulation
- Lighting
- Ventilation
- Parts Inventory
- Meeting rooms
- Lunch room
- Fuel
  - Storage
  - Controls
  - Records

VEHICLES

- Number in use
    - Daily runs
    - Spares

- Age

- Recorded mileage

- Storage

- Security

- Annual miles/vehicle

- Maintenance program

- Inspection program

- Replacement program

- Miles/Gallon

- Diesel vs. Gasoline

- Other alternate fuels vs. gasoline

ENERGY CONSERVATION

- Formal program or policy
- Consolidating routes
- Consolidating pickup points
- Computerized scheduling
- Reducing miles traveled for field trips
- Reducing miles traveled for late runs
- Eliminating late runs
- Reducing miles traveled to athletic practice games
- Reducing miles traveled to athletic contest
- Increasing walking distances
- Eliminating bus warm-up times
- Loading buses more efficiently
- Permitting standees
- Eligibility for transportation service